**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: [XXX]

**Country:**

**Description of the assignment:**

**Project name:**

**Period of assignment/services (if applicable):**

Proposal should be submitted at the following address\_\_\_\_\_\_\_\_\_\_ or by email to\_\_\_\_\_\_\_\_\_ no later than \_\_\_\_\_\_\_\_\_\_[*deadline*]\_\_\_\_\_\_\_\_\_\_\_\_.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. [*The procuring UNDP entity*] will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| *[Text to be provided by the procurement UNDP entity]* |

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| *[Provide a brief description of the assignment or refer to the Annex covering the TOR]*  For detailed information, please refer to Annex 1 |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| [Below is a reference list of requirements. The final list of requirements must be adapted in accordance with the nature and complexity of the assignment]  I. Academic Qualifications:   * PhD * Master’s degree * Other   II. Years of experience:  Define number of years of experience; whether it is an international, regional or local consultancy; and areas.  III. Competencies:  Analytical skills, communications abilities, teamwork …  *[For example:*   * *PhD in Economics, Social Policy Analysis, preferably a combination of academic and technical experience in both social and economic fields. A master’s degree and at least 10 years of experience would also be acceptable;* * *A solid experience in the areas of economic development, poverty analysis, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice;* * *Practical experience in organization management, strategic planning of associations and public organizations at the national and regional level;* * *Experience in formulating development strategies and policies;* * *Excellent public speaking and presentation skills]* |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Explaining why they are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

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| *[The procuring UNDP entities will choose among one of these two mechanisms.* *The lump sum approach is the preferred method, as it clearly links deliverables and payments transferring any unforeseen risks for the completion of the deliverable to the consultant. Once the mechanism has been selected, the other one shall be deleted to avoid any misunderstanding]*   * **Lump sum contracts**   The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).   * **Contracts based on daily fee**   The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.  **Travel;**  All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.  In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed |

**6. EVALUATION**

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| *[The procuring UNDP entities will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding]*  Individual consultants will be evaluated based on the following methodologies:  *1. Lowest price and technically compliant offer*  *When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*  *a) responsive/compliant/acceptable, and*  *b) offering the lowest price/cost*  *“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*  *2. Cumulative analysis*  *When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*  *a) responsive/compliant/acceptable, and*  *b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*  *\* Technical Criteria weight; [To be determined]*  *\* Financial Criteria weight; [To be determined]*  *Only candidates obtaining a minimum of XXX point would be considered for the Financial Evaluation*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | *Technical* |  |  | | * *Criteria A* |  |  | | * *Criteria B* |  |  | | * *Criteria C* |  |  | | * *Criteria […]* |  |  | | *Financial* |  |  | |

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**